

State of New Jersey

BIDDERS MAILING LIST APPLICATION



The purpose of this Application is to provide the New Jersey Purchase Bureau with basic information about your firm as a potential bidder. **THE COMPLETED APPLICATION DOES NOT GUARANTEE THAT YOUR FIRM WILL BE MAILED A REQUEST FOR PROPOSAL (I.E., BID INVITATION) NOR DOES THE COMPLETED APPLICATION GUARANTEE THAT YOUR FIRM WILL BE AWARDED A CONTRACT TO PROVIDE GOODS OR SERVICES TO THE STATE. OBTAINING A REQUEST FOR PROPOSAL IS THE SOLE RESPONSIBILITY OF THE VENDOR.** The Bidders Mailing List is maintained solely for the convenience of the State and is not a guarantee that any vendor will receive a Request for Proposal. The State of New Jersey specifically disclaims any liability for failure to mail a Request for Proposal. (Please refer to the accompanying booklet, *How to Do Business with the State of New Jersey*, for more details about the bidding and award processes.)

INTERNET

The Bidders Mailing List Application is now available on the Internet. To access, enter the address below.

<http://www.state.nj.us/treasury/purchase/forms/forms.htm#bidders>

Instructions for either downloading and printing this form or completing it on-line and electronically sending it to the Purchase Bureau are also provided on this page.

SET ASIDE PROGRAMS: NJ-BASED SMALL BUSINESSES, MINORITY-OWNED OR FEMALE-OWNED BUSINESSES

ELIGIBILITY FOR PARTICIPATION IN SET ASIDE PROGRAMS FOR NEW JERSEY-BASED SMALL BUSINESSES, MINORITY-OWNED OR FEMALE-OWNED BUSINESSES IS DETERMINED BY THE NEW JERSEY COMMERCE & ECONOMIC GROWTH COMMISSION. INFORMATION CONCERNING REGISTRATION AND CERTIFICATION CAN BE OBTAINED BY CALLING COMMERCE'S OFFICE OF SMALL BUSINESS AT 609-292-2146.

*New Jersey Department of the Treasury
Division of Purchase and Property
Purchase Bureau, PO Box 230
Trenton, NJ 08625*

INSTRUCTIONS FOR COMPLETING THE BIDDERS MAILING LIST APPLICATION

The following information relates specifically to each entry of the Application appearing on the adjacent page.

1. Please provide in 1a. the name and full address of the location where your firm would like to receive Requests for Proposals (RFPs). If your firm prefers to receive payment for goods or services at a different address, please complete 1b; otherwise, write "SAME" in 1b.

2. Corporations must enter their Federal E.I. Number; if the applicant does not have a Federal E.I. Number, the social security number of a principal of the firm should be entered in the appropriate space. **NOTE:** The Vendor I.D. Number which appears on all solicitations and purchase orders is not necessarily identical to the Federal I.E. Number.

3. This portion of the Application provides space to designate the goods or services for which your firm wishes to receive Requests for Proposals and submit bids to the State. The codes that you select from the itemized *New Jersey Commodity Code Directory* (included in the package with this Application) will be computerized and generated on mailing labels when applicable Requests for Proposals are issued. **It is important that you carefully select only relevant codes, since your firm's name will be automatically purged from the applicable mailing list if you fail to submit bids for three consecutive RFPs.**

NOTE: The Div. of Property Management & Construction (DPMC) is responsible for new construction and major renovations. Construction firms should apply directly to DPMC.

NOTE: A contract number cannot be obtained by a telephone request or by completion of this Application. A contract number is assigned **ONLY** when a vendor has submitted a bid in response to a Request for Proposal (RFP), complied with the requirements of the RFP, **AND** is selected as the successful bidder. A contract number may be used only for the goods/services specifically described in the contract. Refer to the booklet, *How to Do Business with the State of New Jersey*, for more information on the bidding and contract award process.

BIDDERS MAILING LIST APPLICATION

Hand deliver completed application to:
STATE OF NEW JERSEY • DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY • PURCHASE BUREAU
33 WEST STATE STREET, TRENTON, NJ 08625

Mail completed application to:
PURCHASE BUREAU
ATTN: BID LIST MANAGEMENT
PO BOX 230
TRENTON, NJ 08625-0230
(609) 984-5396 FAX: (609) 984-1461

NOTE! Please read the instructions to assist you in completing this form. All items must be answered or the Application cannot be processed. Type or print in ink.

1a. FIRM'S NAME AND ADDRESS
(For mailing of Requests for Proposals)

(Name)

(Street Address)

(City) (State) (Zip Code)

• Telephone No. _____
• Telefax No. _____
• E-Mail Address: _____

1b. REMITTANCE ADDRESS (If different than
mailing address in 1a; otherwise write "SAME.")

(Name)

(Street Address)

(City) (State) (Zip Code)

2. FEDERAL EMPLOYER I.D. NO.

→ | | | | | | | | | |

OR

SOCIAL SECURITY NO.
(If Federal I.D. is not applicable)

→ | | | | | | | | | |

3. CODING FOR GOODS OR SERVICES PROVIDED BY YOUR FIRM:

Select from the New Jersey Commodity Code Directory those goods or services for which your firm wishes to receive Requests for Proposals and provide bids. Enter the corresponding 5-digit codes (3-digit class plus 2-digit subclass) in the space provided below. NOTE: It is important that you evaluate all codes and select only those which most accurately describe the goods or services your firm provides. **THE STATE WILL NOT MAIL REQUESTS FOR PROPOSALS FOR INFORMATION PURPOSES ONLY. PLEASE DO NOT SEND ANY BROCHURES OR PRODUCT CATALOGS WITH THIS APPLICATION.**

| CLASS—SUBCLASS | CLASS—SUBCLASS | CLASS—SUBCLASS | CLASS—SUBCLASS |
|----------------|----------------|----------------|----------------|
| — | — | — | — |
| — | — | — | — |
| — | — | — | — |
| — | — | — | — |
| — | — | — | — |

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN

**TYPE OR
PRINT**



Name: _____
Title: _____

• **Authorized
Signature**



• **Date:** _____

DO NOT WRITE BELOW • FOR PURCHASE BUREAU USE ONLY

APPLICATION

REMARKS

☐ **ACCEPTED:** _____
(Date) (Initials)
☐ **RETURNED:** _____
(Date) (Initials)
☐ **RETURNED:** _____
(Date) (Initials)